

**JOB DESCRIPTION**

**EMPLOYEE’S TITLE: Finance and Operations Manager**

**REGION: JASS Southern Africa (SNA)**

**JOB GRADE: C2**

**REPORTS TO: SNA Regional Director (Line Manager)**

**Global Financial Controller (Technical Manager)**

This position has matrix reporting to the JASS SNA Regional Director and the Director of Operations and Strategic Effectiveness. The Finance and Operations Manager will work closely with other members of the JASS Southern Africa team, with institutional donors, partners and the Cross-regional Finance and Operations team.

**JOB PURPOSE:**

The position will report to and work in close collaboration with the Regional Director to coordinate and oversee all finance and administrative functions of our growing regional operations in Southern Africa, comprising a team of full-time staff and several consultants in a number of countries in the region. The position will report to the SNA Regional Director for oversight and strategic import and to the Director of Operations and Strategic Effectiveness, on technical areas to ensure that regional systems, policies and procedures are in place and in line with JASS SNA’s mission and strategy, South African law, as well as JASS’ overall policies and procedures.

ROLES & RESPONSIBILITIES**:**

**Financial Management**

* Oversee all regional financial activities including general accounting, auditing, cost accounting, budgeting, budgetary controls, financial analysis and forecast, sub-grants, cash flow management and monitoring, all necessary fiscal grant close-out activities including final reports and financial statements;
* Supervise financial assistant/bookkeeper (based in Cape Town office).
* Implement statutory and regulatory reporting for the South Africa registered non-profit entity, ensuring compliance with local legal, audit and tax requirements;
* Manage bank accounts and local banking relationships, ensuring efficient transfer of money between DC office, local and partner bank accounts.
* Manage local payments (including suppliers, staff advances and reimbursements and local payroll), ensuring compliance with approval limits;
* Ensure monthly bank reconciliations are reconciled and reviewed;
* Manage cash on hand and oversee petty cash.
* Work with regional staff and partners to prepare operations and activity budgets;
* Ensure timesheets are prepared to support allocation to projects, process on a monthly basis;
* Prepare and review monthly reports vs. budgets and submit reports to DC office in line with the agreed timetables,
* Working with the Senior Accountant, assist in the preparation of budgets and reports to donors, ensuring accurate compilation of grant-specific financial statements and reports in the region, ensuring compliance and transparency of grant activity; Coordinate the preparation and submission of grant draw-down requests and other financial reports as required.
* Review all financial reports submitted by the regional personnel and partners to ensure compliance with donors’ terms and conditions;
* Liaise with partner/ budget holders on their monthly financial performance, and preparation of revised forecasts;
* Implement the new INTACCT financial system in line with the project plan and deliverables;
* Provide oversight, support and training to regional staff on financial management, including use of systems, budgeting, financial reporting and tracking activity expenses.

**Other duties**

* Support development of integrated multi-regional finance and operations team by taking on cross-regional duties where appropriate.
* Support where necessary the legal registration process of JASS SNA as a non-profit organization including working with legal and other consultants to ensure compliance with South African law;
* Provide human resources support, in coordination with the HR manager for staff based in the region- including review of benefits and tracking of timesheets.
* Oversee office and facilities, including coordinating equipment purchases and maintenance, inventory and tracking, vender accounts management and coordination with co-tenants/landlord;
* Ensure smooth administrative operations of the regional office including the supervision of financial and operations staff.

**ABILITIES**

* Proactive self-starter, enjoys working with teams, with attention to detail and ability to manage competing demands.
* Affinity for improving organizational finance, operations procedures, creating efficient systems, and instituting organizational knowledge.
* Understanding and experience of integrating finance and program.
* Excellent (English) written and oral communication (including virtually), presentation and negotiation skills, and a demonstrated capacity to address issues transparently and directly
* Supports and is able to leverage diversity as an organizational strength.
* Effective at proactively assessing and resolving conflicts
* Ability to absorb and deal with complexity quickly.
* Good fit with JASS’ values and culture.